

Job Announcement

National Fair Housing Alliance Chief Operating Officer

(hybrid: at least 2 days per week
at Washington, DC, headquarters)

(Posted: March, 2024)

The National Fair Housing Alliance has retained Slesinger Management Services to recruit a seasoned leader and manager with strong financial management, administrative, governance, information technology, and human resources skills to serve as chief operating officer. This is an outstanding opportunity for an individual to be part of the senior team of a fast-growing, mission-driven, nonprofit organization that in 2024 will have a budget of \$19 million and a staff of 40.

Applications will be accepted until this search is completed. To see if the search is still active, please see www.SlesingerManagement.com.

The Organization

The National Fair Housing Alliance (NFHA) is a nonpartisan educational and advocacy civil rights organization whose mission is to eliminate housing discrimination and ensure equitable housing opportunities for all people and communities. Its programs and services – often carried out with and through its membership made up of 200 fair housing organizations and state and local civil rights agencies throughout the United States – encompass education and outreach, member services, public policy, advocacy, housing and community development, responsible AI, enforcement, and consulting and compliance. Funding comes primarily from grants from private foundations and corporations, and government contracts.

Many NFHA staff currently work remotely, from home offices in the Washington, DC, metro area and other locations throughout the country. Given the nature of this position, it is preferred that the next chief operating officer work in the Washington, DC, office (at 1331 Pennsylvania Avenue, NW) at least two days per week.

For more information about NFHA, please go to www.nationalfairhousing.org.

The Position and its Principal Responsibilities

Reporting directly to NFHA president and CEO Lisa Rice, who joined the organization in 2006 and became its CEO in 2018, the chief operating officer's primary responsibilities are to oversee financial management, human resources, information technology, and facilities. This person will also be heavily involved in helping the board of directors carry out its governance responsibilities, helping lead strategic planning for the organization, and serving as part of the organization's senior management team.

Key responsibilities include:

1. Serving as the senior business partner to the CEO by assessing the financial implications of key opportunities and decisions the organization is considering.
2. Assisting with the implementation and management of the organization's strategic and operations plans.
3. Leading the process to develop an annual operating budget that reflects the organization's strategic goals.
4. In close collaboration with the vice president of finance, who reports to the COO, ensuring that the organization produces periodic financial reports that are timely, accurate, and understandable, and that include clear analyses of the organization's financial health.
5. Serving as "board administrator," which includes helping to plan and organize board meetings, and staffing some of the board's committees.
6. Reviewing contracts and other significant financial transactions to ensure their accuracy, fit with the organization's mission and programs, and compliance.
7. Ensuring that the organization's human resources policies, plans, and practices are consistent with best industry practices and effectively support all staff.
8. Overseeing IT (much of which is outsourced to other entities) and facilities (leased office space in Washington, DC).
9. Leading the development of critical policies and procedures to ensure that NFHA is well-functioning.
10. Providing effective management of the organization's administrative, financial, and operations staff, as well as outsourced team members.
11. Serving on the executive leadership team with the CEO and others.

Desired Skills and Characteristics

As the person overseeing the financial, IT, and administrative management of NFHA, the chief operating officer should be:

1. Highly experienced in nonprofit accounting and financial management at organizations that have budgets of at least \$10 million and revenue from donors that include US government agencies such as HUD that have complex application procedures and compliance rules.
2. Able to provide a high level of business skill and judgment to the CEO, other senior staff, and the board of directors as the organization implements programs to carry out its mission.
3. A superb communicator, orally and in writing, especially in presenting and explaining financial data to staff and board members.
4. Excellent leadership skills coupled with a deep knowledge of HR strategy and oversight.

5. Experience with risk management and working knowledge of nonprofit corporate insurance.
6. An excellent negotiator who is experienced in contracts, including HUD or other US government awards.
7. Fully committed to the values of diversity, equity, inclusion, and belonging (DEIB), and how this can support and enhance both programmatic work and internal staffing and atmosphere.
8. A person with the confidence and presence to be able to work effectively with a board of directors whose members are mostly CEOs of local fair housing organizations throughout the country.
9. An excellent administrator with deep knowledge about protocols and procedures that ensure nonprofit organizations are high functioning.
10. A person with demonstrated ability to effectively manage staff and ensure they have the skills and knowledge to perform their jobs at the highest level.
11. Fully up-to-date with the best ways to use technology to make organizational systems operate as efficiently and effectively as possible.
12. Supportive and collegial. The COO must have a personality and work style that ensures that NFHA's internal atmosphere will remain open and collaborative at all levels of the organization.
13. Unequivocally supportive of civil and human rights, as well as the mission of the organization, demonstrated ideally through professional, volunteer, or personal experiences.

Compensation

The anticipated salary will be \$200,000 to \$220,000, plus a comprehensive benefits package that includes:

- 100% paid health coverage (including dental and vision) for the employee AND family.
- 100% paid life, long-term disability, and long-term care insurance
- Generous employer contribution to a 403(b) retirement plan
- Comprehensive paid time-off benefits, including 25 days of vacation and personal days, plus holidays and sick leave.

To Apply

Please e-mail:

- 1) cover letter that explains why you are interested and qualified, and
- 2) resume

to search consultant Larry Slesinger, Founder and CEO of Slesinger Management Services, at Larry@SlesingerManagement.com. **Please include "NFHA" in subject line.**

Questions: Contact Larry Slesinger by email.

NFHA is an equal opportunity employer.